

## Message Text

UNCLASSIFIED

PAGE 01 TOKYO 08780 141011Z  
ACTION EA-09

INFO OCT-01 ISO-00 EB-07 /017 W  
-----141036Z 060666 /15

R 140750Z JUN 77  
FM AMEMBASSY TOKYO  
TO AMCONSUL SYDNEY  
INFO USDOC USTS  
SECSTATE WASHDC 8604

UNCLAS TOKYO 8780

E.O. 11652: N/A  
TAGS: ETRD  
SUBJECT: MAIL HOUSE CONTRACT

SUMMARY: REQUESTING BIDS FOR ALL-AUSTRALIA MAIL-HOUSE CONTRACT.  
END SUMMARY.

1. REQUEST YOU REVIEW THE FOLLOWING SPECIFICATIONS AND ASK POSSIBLE MAIL-HOUSE CONTRACTORS TO FURNISH A PER MONTH QUOTATION FOR SERVICING ALL OF AUSTRALIA WITH USTS TRAVEL INFORMATIONAL MATERIALS. THE NEW QUOTATION SHOULD INCLUDE COSTS OF SERVICING SYDNEY, MELBOURNE, CANBERRA, PERTH, BRISBANE, DARWIN AND OTHER AREAS. AT THIS TIME BIDDERS WILL HAVE TO MAKE BEST GUESTIMATE OF TOTAL DEMAND FOR USTS SERVICING IN ARRIVING AT THEIR BID PRICES. IN ADDITION, PLEASE NOTE THAT NO PERSONAL SERVICES, SUCH AS PROVIDING A PART-TIME EMPLOYEE AT THE U.S. CONSULATE, ARE INCLUDED IN THESE REVIED SPECIFICATIONS.

2. SERVICES TO BE PERFORMED:

A. HANDLING ALL AUSTRALIAN TRAVEL TRADE REQUESTS FOR USTS INFORMATION MATERIALS AND DELIVERING THEM TO TRADE OUTLETS, WHERE POSSIBLE.

B. PACKING, WRAPPING ADDRESSING AND MAILING USTS INFORMATION  
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MATERIALS WHERE DELIVERY IS NOT POSSIBLE. POSTAGE WILL BE PAID BY USTS/TOKYO BUT MUST BE ESTIMATED IN ADVANCE FOR CONTRACT PURPOSE.

C. PROVIDING AND PROPERLY MAINTAINING WAREHOUSE SPACE IN BOTH SYDNEY AND MELBOURNE. SPACE MUST BE LARGE ENOUGH TO ACCOMMODATE UP TO 40 TITLES CONSISTING OF NO MORE THAN

350,000 PIECES OF LITERATURE IN SYDNEY AND 250,000 PIECES  
IN MELBOURNE. AT ONE TIME.

D. RECEIVE BULK SHIPMENTS OF MATERIAL FROM USTS/DC, TO  
INCLUDE CUSTOMS CLEARANCE AND TRANSPORTATION TO USTS  
WAREHOUSES.

E. PREPARING A MONTHLY INVENTORY OF INFORMATIONAL MATERIAL  
ON HAND FOR SUBMISSION TO USTS/TOKYO.

3. THE CONTRACT WILL BE LET INITIALLY ON A MONTHLY BASIS  
UNTIL SEP 30, 1977. AFTER THAT, IT WILL BE RENEWED TO COVER  
ENTIRE FY1978, SUBJECT TO AVAILABILITY OF APPROPRIATE FUNDS.

4. PLEASE CABLE THE THREE LOWEST QUOTATIONS TO USTS/TOKYO  
AT THE EARLIEST DATE POSSIBLE. IF IBCO HAPPENS TO BE THE  
ONLY FIRM CAPABLE OF HANDLING REQUIRED WORK, PLS CABLE IBCO'S  
QUOTATION TOGETHER WITH YOUR STATEMENT THAT IBCO IS SOLE  
SOURCE CONTRACTOR.  
MANSFIELD

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NNN

## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01-Jan-1994 12:00:00 am  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** POSTAL SERVICE, TOURISM PROMOTION  
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**Decaption Date:** 01-Jan-1960 12:00:00 am  
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**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
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**Office:** ACTION EA  
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**Subject:** MAIL HOUSE CONTRACT SUMMARY: REQUESTING BIDS FOR ALL-AUSTRALIA MAIL-HOUSE CONTRACT. END SUMMARY.  
**TAGS:** ETRD, ETEL, JA  
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**Review Markings:**  
Margaret P. Grafeld  
Declassified/Released  
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